

Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

HAS FOUR IMMEDIATE OPENINGS IN THE SYSTEMS
PROGRAM INTEGRITY BUREAU FOR THE FOLLOWING
POSITIONS:

STAFF SERVICES ANALYST/ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)

These positions are currently Limited Term, subject to becoming permanent
pending Department of Finance approval.



EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions.

Final File Date: Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)



DUTY STATEMENT
ADULT PROGRAMS BRANCH
SYSTEMS PROGRAM INTEGRITY UNIT
STAFF SERVICES ANALYST (SSA)
(LIMITED TERM)

Under the direction of the Systems Unit Manager (SSM I), the Staff Services Analyst (SSA) performs entry level analytical and technical work relative to the operations of the automated In-Home Supportive Services/Case Management, Information, and Payrolling System (IHSS/CMIPS) in regards to fraud activities.

SPECIFIC JOB ASSIGNMENT

1. CMIPS Maintenance

40%

As the member of a team, or under direction of the SSM I or lead AGPA, the SSA performs the following duties regarding CMIPS maintenance:

- a. Identify and analyze deficiencies in the IHSS/CMIPS; make recommendations and assist in developing corrective actions.
- b. Develop criteria, including system logic, and IHSS/CMIPS vendor training for system modification.
- c. Assist in coordinating various activities and facilitate meetings and workgroups between DSS units, the State IHSS/CMIPS vendor, other agencies and County Welfare Departments.
- d. Prepare work orders to the IHSS/CMIPS vendor as needed.
- e. Review billings from the IHSS/CMIPS vendor for compliance with contract terms, and obtain approval for payment.
- f. Process all paperwork to ensure Individual Providers (IP) daily payroll is accurate and timely.
- g. Respond to CMIPS specific correspondence and inquiries from counties, recipients, and providers concerning payments by the State Controller's Office.
- h. Prepare travel arrangements and track travel expenditures.

2. CMIPS Development **20%**
 - a. Assist in the development and coordination of changes to IHSS/CMIPS in response to program policy changes and respond to questions about the CMIPS changes.
 - b. Prepare Management Information Reports.
 - c. Assist in the business process re-engineering to identify data and create forms needed to support the IHSS Program.
3. CMIPS Improvement **20%**
 - a. Participate in projects which include special studies and projects aimed at reducing state costs for the IHSS/CMIPS.
 - b. Prepare technical updates to CMIPS User Manual instructions.
 - c. Provide CMIPS policy interpretations, instruction and guidelines for the IHSS/CMIPS vendor and counties.
4. Program Policy Development **15%**
 - a. Prepare legislative bill analyses and write All-County Letters (ACL), All-County Information Notices (ACIN), and general correspondence.
 - b. Prepare policy instructions and guidelines for the IHSS/CMIPS vendor and the counties.
 - c. Act as liaison to both the IHSS/CMIPS vendor and the counties on policy interpretation and implementation.
5. County Welfare Directors Association/
County Welfare Departments (CWDA/CWD) **5%**
 - a. Attend and represent the State at the Adult Services Committee and other CWDA meetings.
 - b. Organize State/County special CMIPS issue meetings.
 - c. Prepare and conduct CMIPS workshops at the Annual Adult Services Conference.
 - d. Assist in development of CMIPS training to Counties.

SUPERVISION RECEIVED

The SSA is directly supervised by the Unit Manager, but may receive some assignments and direction from an AGPA as lead analyst for certain projects. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

SUPERVISION EXERCISED

None.

ADMINISTRATIVE RESPONSIBILITY

None.

PERSONAL CONTACTS

The SSA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff and members of the general public.

ACTIONS AND CONSEQUENCES

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or information being released to unauthorized persons in violation of State and federal law.

OTHER INFORMATION

The SSA must have good interpersonal communication skills and the ability to work well under pressure.